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Proceedings of the Normal School Board of the State of Illinois

Illinois Department of Registration and Education

Illinois Normal School Board

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STATE OF ILLINOIS
DEPARTMENT OF REGISTRATION AND EDUCATION

THE NORMAL SCHOOL BOARD

EX-OFFICIO MEMBERS

FRANCIS W. SHEPARDSON, Director of Registration
and Education, Springfield, *Chairman*

FRANCIS G. BLAIR, Superintendent of Public In-
struction, Springfield, *Secretary*

APPOINTED MEMBERS

1917-1919

ROLAND BRIDGES, Carbondale
CHARLES L. CAPEN, Bloomington
JOHN C. ALLEN, Monmouth

1917-1921

FRANK E. RICHEY, LaSalle
HENRY A. NEAL, Charleston
ELMER T. WALKER, Macomb

1917-1923

FRANK B. STITT, El Paso
LEROY A. GODDARD, Chicago
WILLIAM B. OWEN, Chicago

PRESIDENTS OF NORMAL SCHOOLS

DAVID FELMLEY, A. B., LL.D., L. H. D.,
State Normal University, Normal.

HENRY W. SHRYOCK, Ph. B.,
Southern Illinois State Normal University, Carbondale.

J. STANLEY BROWN, LL. D.,
Northern Illinois State Normal School, DeKalb.

LIVINGSTON C. LORD, A. M., LL. D.,
Eastern Illinois State Normal School, Charleston.

WALTER P. MORGAN, A. B., A. M.,
Western Illinois State Normal School, Macomb.

NOTE

With the enactment of the Civil Administrative Code by the Fiftieth General Assembly, the five separate boards of trustees in charge of the State normal schools were succeeded by the State Normal School Board, consisting of nine members appointed by the Governor, and two ex-officio members—the Director of the Department of Registration and Education, who is designated as Chairman of the Board, and the Superintendent of Public Instruction, who is designated as Secretary of the Board.

This law became effective July 1st, 1917. Governor Frank O. Lowden appointed the following members who, together with the ex-officio members, constituted the first State Normal School Board.

For term expiring 2d Monday, January, 1923.

Frank B. Stitt.....	El Paso
Leroy A. Goddard.....	Chicago
Wm. B. Owen.....	Chicago

For term expiring 2d Monday, January, 1921.

Frank E. Richey.....	LaSalle
Henry A. Neal.....	Charleston
Elmer T. Walker.....	Macomb

For term expiring January, 1919.

Roland Bridges.....	Carbondale
Charles L. Capen.....	Bloomington
John C. Allen.....	Monmouth

The law requires that the Board should hold at least five meetings each year, one at each of the five normal schools.

FRANCIS G. BLAIR, *Secretary*.

STANDING COMMITTEES

Buildings and Grounds

Mr. Richey
Mr. Neal
Mr. Allen
The Chairman
The Secretary

Rules and Regulations

Mr. Goddard
Mr. Capen
Mr. Walker
The Chairman
The Secretary

Administration and Finance

Mr. Stitt
Mr. Owen
Mr. Bridges
The Chairman
The Secretary

MINUTES OF THE MEETING OF THE STATE NORMAL SCHOOL BOARD

Macomb, Illinois,
October 27, 1919.

The State Normal School Board met in the normal school building at 8:30 a. m. The following members were present:

Messrs. Allen, Capen, Goddard, Neal, Owen, Richey, Shepardson, Walker, and Blair.

Mr. Bridges and Mr. Stitt were absent on account of illness.

All of the normal school presidents were present.

The minutes of the previous meeting were read and approved.

As a result of the action of the committee appointed to determine upon a uniform form for reports from all the normal schools for consideration of the Board, the presidents of the several schools used such a form for the first time at this meeting.

President Morgan presented the following report:

On motion, the Board approved his recommendations for appointments to the faculty as follows: Miss Hazel Bond, English and Public Speaking, salary \$1,629 for 36 weeks; Mr. H. C. Seal, assistant in History, salary \$1,656 for 36 weeks; Miss Alma Erswell, Supervisor of English in Training School, salary \$1,350 for 36 weeks; and Miss Lillian Miller, fourth grade training teacher, salary \$1,215 for 36 weeks.

WESTERN ILLINOIS STATE NORMAL SCHOOL

Macomb, Illinois.

Mr. Chairman and Members of the Normal School Board.

I. STUDENTS.

1. Attendance—Fall term, 1919.

	Men and Boys	Women and Girls	Total	Total one year ago
Normal Department—313, Total				
Students of college rank.....	95	218	313	278
Students below college rank.....
Training Department—312, Total				
Students in High School.....	56	65	121	153
†Students in Elementary School.....	95	96	191	184
Non-residents—530, Total				
Students in Extension Classes.....	530	392
Students in Correspondence Classes.....
Total all students and pupils.....	246	379	1,155	808

*The total in high school one year ago includes 31 country school people.

†Includes 17 children in the Rural School Room.

2. Report for year 1918-19.

	Men	Women	Total
Normal Department—			
Students of College Rank.....	118	683	801
Training Department—			
Students in High School.....	87	158	245
Students in Elementary School.....	87	97	184
Extension Department.....	39	353	392
Total all students.....	331	1,291	1,622

3. The attendance at this time is 148 more than at this time last year. This is an increase of 18.3%. The changes in attendance have been as follows:

Increase in students of college grade.....	35
Increase in students in elementary school.....	7
Increase in students in extension.....	138
Decrease in students in high school.....	32

The residence students in the High School and Normal curriculums come from sixteen counties, one other state, and the Philippine Islands. The extension students are in twenty-eight classes and are enrolled in centers in twenty-one towns and cities from Rock Island to Greenfield and from Quincy to Kewanee.

Two hundred sixty-five of the residence students are in the long curriculums involving some high school training. One hundred forty-three are in the two-year and college curriculums, while twenty-three are pursuing special work.

The extension students are doing work as follows:

- Five classes in "Psychology."
- Six classes in "Classroom Management."
- Six classes in "The Psychology of School Subjects."
- Six classes in "History of the Middle West."
- One class in Advanced Study of Browning, Tennyson and Ruskin.
- Two classes in "Advanced History of Education."
- One class in "Nature Study," and
- One in "Advanced Botany."

II. THE FACULTY.

1. There have been no resignations from the faculty since the last board meeting.

2. I recommend the following appointments to the faculty:

Miss Hazel Bond, English and Public Speaking, salary \$1,629 for 36 weeks; Mr. H. C. Seal, assistant in History, \$1,656 for 36 weeks; Miss Alma Erswell, Supervisor of English in Training School, salary \$1,350 for 36 weeks; and Miss Lillian Miller, fourth grade training teacher, salary \$1,215 for 36 weeks.

3. I do not have any changes in salary to recommend.

4. The school needs two additional teachers very much, one for the department of English and one for the training school. These should be provided at the first opportunity.

III. THE ORGANIZATION.

1. There is little to report on the condition of the departments except that the return of young men to the school has increased the enrollment in the courses in Agriculture and Manual Training as well as Science. French is hardly so popular as last year.

2. The summer school work and attendance were quite satisfactory. Many graduates from our two-year curriculums returned to take advanced courses leading to the degree of Bachelor of Science in Education. In all 639 enrolled during the summer. There were but 71 men while there were 568 women.

3. The two extension directors with the volunteers from the faculty are not enough to meet all of the requests for extension classes and it has been necessary to refuse a number of applications to form extension centers. Opportunities to do correspondence work have only been extended to a few persons who are near graduation and have one or two subjects which will require an extra term's residence unless taken by correspondence.

IV. THE CURRICULUM.

1. With the return of the young men to the Agriculture classes this school finds itself handicapped by the lack of a farm and the arrangements which we have had with a near by farm seem about to be terminated. The school needs a small farm.

2. I have a suggestion to make if it is desired.

V. BUILDINGS AND GROUNDS.

1. At present contracts are prepared or let to do about \$4,000 worth of painting about the plant, to build \$3,500 worth of walks and drives, and to make all necessary repairs about the school. The fact that the elevator for our new building was not installed is a great disadvantage to us and we are facing a refusal on the part of those who deliver things to the top floor. The ice man now leaves the ice outside the building.

VI. AUXILIARY ENTERPRISES.

1. The dormitory is filled as usual and, by the severest economy, board is being furnished at \$4.50 per week and rooms are rented at \$1.00 to \$1.75 per week.

The cafeteria is self supporting and so far has furnished foodstuffs for the domestic science laboratories without cost to the state. After these foods are prepared they are served in the cafeteria. It is possible and even probable that some expense may have to be borne by the state in supporting these laboratories before the end of the year.

VII. STUDENT LIFE.

1. There are certain school parties and school functions which are as educational in their nature as are the regular recitations. These should be stimulated by the faculty and supported by the state.

Much less than one-fourth of our students are accommodated at Monroe Hall. Many of the remaining three-fourths are poorly housed and do not have satisfactory opportunities. The school is insisting on certain standards, but the demands of a summer attendance at least make it difficult to hold to these standards. Wholesale recreation and amusement on the campus are essential to offset other tendencies.

VIII. MISCELLANEOUS.

1. The Superintendents' division of the N. E. A. will meet in Cleveland, February 23-28, 1920, and the National Council of Normal School Presidents and Principals will probably meet there at that time. The presidents have usually attended these meetings.

2. The matter of uniform diplomas has frequently been discussed. It is about time to order again.

3. The report on extension has been prepared as requested at the last Board meeting and your attention is called to the additional items.

4. The normal schools are frequently invited to become members of educational organizations wherein membership fees are required. The attitude which we should take in these matters may be rather important.

IX. SUMMARY FOR ACTION.

1. Approval of recommendations for four new members of the faculty.
2. Discussion of topics presented with or without action as desired.

Respectfully submitted,

W. P. MORGAN, *President.*

The suggestion of uniform diplomas was referred to the Chairman of the Board and the presidents of the normal schools for consideration.

On motion, the Board gave its approval to the suggestion that the presidents of the normal schools should attend the meeting of the N. E. A. at Cleveland, February 23 to 28, 1920, and their traveling and necessary expenses should be paid by the Board.

President Morgan presented his amended report on extension work. It proved to be an interesting topic for discussion. Several suggestions were made. Mr. Morgan was requested to make certain changes and additions and present the report for publication in the minutes of the meeting.

No action was taken on the other suggestions contained in the report.

WESTERN ILLINOIS STATE NORMAL SCHOOL

REPORT ON EXTENSION

1. Number of different individuals who have enrolled for extension work since it was started eight years ago—2,166 (370 are men).

*2. Total of annual enrollments in all courses offered in extension since it began—4,049.

3. Total number of those enrolled for credit who made none, 337—15%.

4. Number of visitors who attended these classes, 778.

(Quite a number of normal school people and college graduates and other teachers took work without asking for credit. These are counted as visitors and are not included in the number who failed to make credit. Now the incentive of working toward the degree increases the number doing advanced work for credit, as shown by statistics for this year).

5. Number of persons who enrolled and credits made for each of the eight years:

Total number of persons enrolled 1911-12.....	75
Total number of credits made.....	190
Total number of persons enrolled 1912-13.....	384
Total number of credits made.....	301
Total number of persons enrolled 1913-14.....	488
Total number of credits made.....	378
Total number of persons enrolled 1914-15.....	523
Total number of credits made.....	545
Total number of persons enrolled 1915-16.....	670
Total number of credits made.....	640
Total number of persons enrolled 1916-17.....	865
Total number of credits made.....	951
Total number of persons enrolled 1917-18.....	652
Total number of credits made.....	456
Total number of persons enrolled 1918-19.....	392
Total number of credits made.....	319

6. The following table shows the number of teachers who have taken extension work one, two, three, or more years:

1 Year.....	1,216	5 Years.....	79
2 Years.....	468	6 Years.....	36
3 Years.....	233	7 Years.....	17
4 Years.....	117	8 Years.....	0

7. The following table shows the number of teachers who have made one, two, three, or more credits by extension:

1 Credit.....	936
2 Credits.....	436
3 Credits.....	174
4 Credits.....	108
5 Credits.....	64
6 Credits.....	92
7 Credits.....	11
8 Credits.....	3
9 Credits.....	5

Total individuals making credits..... 1,829

8. Total extension credits made, 3,780.

Average extension credits made by each, 2+.

9. The following table shows the number of teachers who, having taken extension work have also made one, two three, or more credits, in residence:

1 Credit.....	26	11 Credits.....	3
2 Credits.....	86	12 Credits.....	7
3 Credits.....	40	13 Credits.....	6
4 Credits.....	39	14 Credits.....	3
5 Credits.....	20	15 Credits.....	4
6 Credits.....	29	16 Credits.....	6
7 Credits.....	12	17 Credits.....	10
8 Credits.....	17	19 Credits.....	11
9 Credits.....	7	20 Credits.....	25
10 Credits.....	10	21 Credits.....	40

Total residence credits made by teachers who have done extension work. 3,957

*Any person who enrolls for one or more subjects during any one year is counted as a single enrollment for that year. If he enrolls again the next year he counts as an enrollment in that year also. No person has more than one enrollment per year.

10. Number who have had four years of high school work before beginning extension work, 653.

11. Number who have had less than four years of high school work but not less than two, 636.

12. Number who have had work above high school as Normal or College credit before entering, 117.

13. 50 in the 1918-19 extension enrollment are graduates from this school, taking work towards a degree.

214 are graduates of a four year high school.

88 are either Normal or College graduates.

14. Number of those taking work by extension who have graduated, 140.

15. The following table reports the number of extension credits made by these 140 graduates:

Number who have made 1 credit by extension.....	36
Number who have made 2 credits by extension.....	43
Number who have made 3 credits by extension.....	23
Number who have made 4 credits by extension.....	17
Number who have made 5 credits by extension.....	10
Number who have made 6 credits by extension.....	7
Number who have made 7 credits by extension.....	2
Number who have made 9 credits by extension.....	2
Total.....	140

16. Total credits made by extension by these 140, 437.

17. Number of graduates who have taken advanced courses by extension after graduation, 81.

In the 1918-19 extension class 50 of our graduates took work towards the degree.

18. Subjects taught by extension and the number of times each has been given:

Education 20—Psychology.....	29
Education 21—Principles of Teaching.....	23
Education 23—History of Education.....	28
Education 25—School Administration.....	18
Education 26—Sociology.....	34
Education 32—Psychology of School Subjects.....	3
English 23—Advanced Study of Some Authors.....	16
English 24—Development of English Fiction.....	8
History 22—American Government and Politics.....	20
History 23—Illinois History.....	5
History 25—American History.....	22
Manual Training—Construction Work.....	2
Geography 23—Advanced Physiography.....	5
Chemistry 21—General Inorganic Chemistry.....	3
Nature Study—Biology 21.....	5
Zoology 24—Heredity.....	1
Physical Education 25—Hygiene of the School Child.....	13

19. Cost per extension credit for each of the last four years:

1915-16

Total cost of extension work for year.....	\$3,326.40
Number of credits issued—640. Cost per credit.....	\$5.19

1916-17

Total cost of extension work for year.....	\$3,706.11
Number of credits issued—951. Cost per credit.....	\$3.88

1917-18

Total cost of extension work for year.....	\$4,341.93
Number of credits issued—456. Cost per credit.....	\$9.52

1918-19

Total cost of extension work for year.....	\$5,408.38
Number of credits issued—319. Cost per credit.....	\$17.23
Total credits for 4 years.....	2,366
Total cost for 4 years.....	\$16,782.82
Average cost per credit for 4 years.....	\$7.09

20. Relative amount of extension credit and residence credit made by those who have taken extension work:

Extension.....	3,780 credits
Residence.....	3,957 credits

21. Number who entered the school by taking extension work first, 1,089.
(Of these 50 have graduated).

President Brown presented the following report:

NORTHERN ILLINOIS STATE NORMAL SCHOOL

DeKalb, Illinois.

Mr. Chairman and Members of the Normal School Board.

I. STUDENTS.

1. Attendance—Fall Term, 1919.

	Men and Boys	Women and Girls	Total	Total one year ago
Normal Department—256, Total.....	30	226	256	227
Students of College Rank.....	29	214	243	206
Students below College Rank.....	1	12	13	21
Training Department—480, Total.....	246	234	480	651
Students in High School.....
Pupils in Elementary School.....
Non-residents—Total.....
Students in Extension Classes.....
Students in Correspondence Classes.....
Total of all Students and Pupils.....	276	460	736	878

2. REPORT FOR YEAR 1918-19.

Normal Department.....	784
Training Department.....	651
Total.....	1,435

3. The attendance has increased twenty-five per cent over the attendance last year. Young men have returned from service and now number thirty (30).

The quality of the student body is satisfactory. About ninety (90) of them are candidates for graduation in June. The general two-year curriculum dominates. Comparatively few are found in the special curriculums like Music, Drawing, etc.

II. FACULTY.

No changes are reported in the faculty since the last meeting of this Board. No new appointments are recommended.

The two new people, Miss Stewart in Domestic Science, and Mr. Buzzard, Head of Geography, are reacting satisfactorily to their new conditions.

III. THE ORGANIZATION.

Physical conditions in the gymnasium, shower bath rooms, and dressing rooms for the young women are distinct handicaps in that work. The provision for young men in physical education is inadequate and will need attention as soon as a recommendation on this point may receive consideration.

IV. THE CURRICULUM.

A request made at the first general faculty meeting for a brief written report from Heads of Departments covering two points; namely, *one*, what can be advantageously done for the improvement of your department? *Second*, what suggestions have you to make which will improve the Institution as a whole? The answers to these questions indicate a rather generous revision of the curriculum looking more definitely to meeting newer needs developed during the last three years of our rather strenuous experience. These curriculum changes will be carefully worked out in consultation with other Presidents and by a rather small faculty committee whose vision is not limited.

V. BUILDINGS AND GROUNDS.

The fire escapes in Williston Hall are accessible only through rooms occupied by young women. It is suggested that small changes be made so as to make these fire escapes immediately accessible on each floor without passing through these rooms, and that a red light be placed in the corridors at such points and a white light on the outside of the building at the top of the fire escapes. When such change has been made fire drills will be instituted so as to protect as far as possible from the danger in case of fire.

The greenhouse has been painted because it was rapidly disintegrating, and unless painted before the winter came the building would be scarcely worth painting a year from this time.

A housing is being made for the automobile truck furnished us by the State. The work is done by the men employed here and the cost is limited to two hundred fifty dollars (\$250.00).

The grand-stand on the athletic field is being painted by the men employed and minor repairs made to insure its continued usefulness.

Small changes have been made in the offices with a view to greater efficiency in the administration of the school.

The ceiling walls on the roof of the Main Building have been repaired and are now in fair condition.

A contract has been let for re-coating the roof of the Main Building. This work has been under consideration for nine months. The contract was let last week.

The Coal and Ash Handling Machinery is in the process of installation now and a report made last Saturday indicates that this work will be completed before the end of October.

The Coal Grinding Machinery is being installed and the motor supplied from Dunning to run this grinder will probably be operating by the close of this month. This makes it possible to keep definite information about the quality of coal, the amount consumed from time to time. We have on hand now about three hundred (300) tons of coal.

VI. AUXILIARY ENTERPRISES.

Williston Hall is housing one hundred thirty (130) students and a dozen others employed in one capacity, and another in the Institution. It is working to its complete capacity now. The great difficulty experienced this fall by the students in securing places to board will probably make it necessary to use some auxiliary to Williston Hall in order to meet these needs. Very soon it will be advisable to have another dormitory, unless the response in the community in the establishment of desirable boarding places is very much improved.

VII. STUDENT LIFE.

Students' Clubs of a semi-social character are encouraged so long as they are not exclusive and do not involve unnecessary expense. Any organization looking to the development of initiative independence and the acceptance of responsibility is encouraged, because the young men and young women who, for the most part, have but two years in training are to go out into communities where responsibility in their positions can neither be evaded nor avoided. Hence, the necessity of developing it and accepting its obligations during student days. Students are encouraged and urged in the weekly assembly meeting to make their own daily programs and then to follow strictly their own plans.

The assembly of the students in a general exercise for twenty-five minutes each day has been discontinued on the ground that, for the most part, such exercise is not a legitimate return for the time thus expended, and in its place a weekly exercise, whose time is not taken from the school day, somewhat more formal program and somewhat more extended has been arranged.

VIII. MISCELLANEOUS.

The President has been in DeKalb since the first week in August and has not been able to secure a house to live in, even though persistent and continuous efforts have been made by him and his few friends. Furniture was moved from Joliet and stored in a vacant room in the Normal School building because no place in the city of DeKalb could be found in which to store it. The President and his wife are living in two small rooms. It is clear that many of the obligations which fall to a President and wife it is utterly impossible to perform under the present circumstances, and he is requesting this Board to give serious consideration to this matter because there is no hope in sight through any other avenue.

IX. SUMMARY.

The most immediate definite action desired is on the last subject mentioned. The next immediate concerns the small change in Williston Hall to provide easy access to the fire escapes.

Respectfully submitted,

J. STANLEY BROWN, *President*.

The Chairman of the Board was requested to ask the State Fire Marshal to make an inspection of the condition of the fire escapes on Williston Hall and to report his findings to the Board.

The fact that the newly elected president of the normal school at DeKalb could find no place for residence in the City of DeKalb was considered, but no definite action taken.

It was reported to the Board that ex-President John W. Cook was still in a serious condition. On motion, the Chairman of the Board was directed to send the greetings and good wishes of the Board to Mr. Cook.

President Lord presented the following report:

The Board approved his recommendation for the appointment of Miss Louise C. Picard as assistant librarian at a salary of \$1,026 for 36 weeks. He reported the resignation of Miss Madge Myers, instructor in Latin and mathematics.

EASTERN ILLINOIS STATE NORMAL SCHOOL

Charleston, Illinois.

Mr. Chairman and Members of the Normal School Board.

I. STUDENTS.

ATTENDANCE—FALL TERM, 1919.

	Men and Boys	Women and Girls	Total	Total one year ago
Normal Department—Total.....	83	223	306	278
Students of College Rank.....	40	134	174	149
*Students below College Rank.....	*43	*89	*132	*129
Training Department—Total.....	148	169	317	347
Students in High School (Ninth Year of Junior High School).....	20	55	75	87
Pupils in Elementary School (Grades 1-8).....	128	114	242	260
Non-Residents—Total.....
Students in Extension Classes.....
Students in Correspondence Classes.....
Total all students and pupils.....	231	392	623	625
*Includes Senior High School X, XI, XII.....	25	48	73	7
ATTENDANCE—SUMMER TERM, 1919.				
Normal Department—Total.....	60	674	734	658
Training Department—Total.....	53	44	97	117
Total all students and pupils.....	113	718	831	775

Students come from high schools of two, three, and four-year courses from the four-year high schools in increasing numbers. It seems to the faculty that the quality of students entering this fall is somewhat better than in the past. We have a good sized junior class, a larger proportion of young men and a small number of postgraduates or those who have the diploma of the two-year course.

II. THE FACULTY.

Miss Madge Myers, Instructor in Latin and Mathematics, has resigned because of ill health. I have no one yet to recommend for the vacancy.

I recommend for appointment—Miss Louise C. Picard, Assistant Librarian, salary \$1,026 for 36 weeks.

Larger salaries must be paid that our faculties may retain the superior position they have held in the past.

III. THE ORGANIZATION.

Every department is in at least good condition and some in most excellent condition.

The summer term showed an increase over last year and was a successful term. There is good evidence that the teaching in many schools is improved by what the teachers get in the summer schools, and in a few instances the summer school has made teachers successful who have failed before.

Slight changes are made from time to time in the organization, but I have none to recommend of sufficient importance to occupy the attention of the Board.

IV. THE CURRICULUM.

Our present curriculum has been in operation so short a time that I have no changes to recommend.

V. BUILDINGS AND GROUNDS.

I am anxious that a pipe tunnel between our Main Building and Pemberton Hall shall be completed this fall, but the architect is having difficulty in getting bids.

VI. AUXILIARY ENTERPRISES.

PEMBERTON HALL—REPORT OF RECEIPTS AND DISBURSEMENTS FOR THE SCHOOL YEAR 1918-19, INCLUDING THE SUMMER TERM OF 1919.

Cash balance September 1, 1918.....		\$ 1,189.70
Receipts for the year:		
Room rent.....	\$ 4,542.90	
Board.....	17,520.75	
Guest fees.....	433.30	
Parties, etc.....	147.00	
Sale of garbage.....	92.25	
Miscellaneous.....	22.03	22,758.23
Disbursements for the year:		\$23,947.93
Salaries.....	3,832.45	
Office expenses.....	214.38	
Travel.....	49.91	
Food supplies.....	12,416.31	
Coal for kitchen range.....	80.50	
Heat.....	2,620.44	
Gas.....	37.29	
Electric current.....	417.50	
Water.....	102.54	
Laundry.....	659.45	
Household supplies.....	1,003.56	
Miscellaneous operating expenses.....	182.95	
Repairs.....	60.61	
Refund of board and room.....	158.50	21,836.39
Cash balance July 31, 1919.....		\$ 2,111.54
The gain in Pemberton Hall cash of \$921.84 during the year 1918-1919 is a somewhat false showing as there was a loss of \$406.60 in stock (food supplies) on hand.		
Inventory of stock on hand September 1, 1918.....	\$781.60	
Inventory of stock on hand July 31, 1919.....	375.00	
Less in stock during the year.....	\$406.60	

We are charging this fall \$6.00 a week for board and room in Pemberton Hall. If prices continue to increase, it will no doubt be necessary to increase this rate during the year. We are having great difficulty in getting competent help.

TEXTBOOK LIBRARY AND SCHOOL STORE—REPORT OF RECEIPTS AND DISBURSEMENTS FROM THE BEGINNING OF THIS ACCOUNT ON FEBRUARY 1,

1918, TO SEPTEMBER 30, 1919.

Receipts for the period:		
Book rent at \$3.00 for 36 weeks and \$1.00 for summer term.....	\$ 3,087.50	
Sale of textbooks.....	261.50	
Sale of miscellaneous school supplies.....	968.21	\$4,317.21
Disbursements for the period:		
Student labor.....	183.98	
General office supplies.....	2.06	
Textbooks.....	2,399.09	
Textbook library supplies.....	25.16	
Refund of book rent.....	20.00	
Miscellaneous school supplies for sale.....	1,274.59	\$3,904.88
Cash balance September 30, 1919.....		\$ 412.33

STUDENTS' LOAN FUND—REPORT FOR THE PERIOD JULY 1, 1918, TO SEPTEMBER 30, 1919.

Cash balance June 30, 1918.....	\$ 1,878.16
Receipts for the period:	
Notes paid—Principal.....	595.00
Interest.....	58.70
Senior Class Play.....	188.30
	\$ 2,720.16
Loans for the period.....	535.00
Cash balance September 30, 1919.....	2,185.16
Notes receivable outstanding Sept. 30, 1919.....	885.00
Liberty Bond.....	500.00
Total amount of fund September 30, 1919.....	\$ 3,570.16

Money from the Students' Loan Fund is loaned to students on their personal notes at 3 per cent during the last half of their course in this school.

VII. STUDENT LIFE.

The needs of students are many and great. Our conditions do not present any unusual difficulties.

VIII. MISCELLANEOUS.

If we are to have a uniform diploma, action should be taken at this meeting to avoid delay in printing.

Our reports are necessarily made up of matter pertaining to the organization of the school: buildings, grounds, curriculums, employment of teachers, fixing salaries, getting money, and all other things preparatory to and necessary to the work of training and education.

I wish to speak at some length of the real work of the school and to say some things that I cannot well write into a report.

IX. SUMMARY.

Action of the board is requested to cover:

1. Appointment of Miss Louise C. Picard as assistant librarian at \$1,026 for thirty-six weeks.
2. Diplomas.

Respectfully submitted,

L. C. LORD, *President*.

Mr. Lord addressed the Board on the aims and purposes of a normal school. His remarks were listened to with interest and aroused comment and discussion.

On motion, a committee, consisting of the Chairman of the Board and the presidents of the schools, was appointed to make a thorough-going study of ways and means to secure a larger attendance at our normal schools.

President Shryock presented the following report:

The Board authorized him to appoint someone to take the place of Miss Alice Parkinson, whose resignation he had reported to the Board.

No action was taken on the recommendation for an extra fireman.

SOUTHERN ILLINOIS STATE NORMAL UNIVERSITY

Carbondale, Illinois.

Mr. Chairman and Members of the Normal School Board.

SUGGESTED PLAN FOR NORMAL BOARD REPORTS.

REPORT OF THE SOUTHERN ILLINOIS STATE NORMAL UNIVERSITY

OCTOBER 27, 1919.

I. STUDENTS.

1. Attendance—Fall term, 1919.

	Men and Boys	Women and Girls	Total	Total one year ago
Normal Department.....	225	310	535	476
Students of College Rank.....	67	140	207	156
Students below College Rank.....	158	170	328	320
Training Department.....	203	164	367	290
Students in High School.....	120	87	207	131
Pupils in Elementary School.....	83	77	160	159
Non-Residents.....
Students in Extension Classes.....
Students in Correspondence Classes.....
Total all students and pupils.....	438	464	902	766

In addition to the regular training school we are operating two country schools as a part of our training school system, with the following enrollment: Mt. Pleasant 42, Buckles 19, not counted above.

As is shown by the table exhibited on the first page of this report, we have two hundred seven students of College rank. Of this number one hundred ten are graduates of recognized four-year high schools; seven are graduates of three-year high schools; so ne came to us from the tenth grade, or presented certificates, as entrance credentials, but more than sixty came to us directly from the eighth grade. It will be seen, too, that we have three hundred twenty-eight students in the Normal Department below College rank. More than half of these came to us from the eighth grade. One hundred fifty-eight of these students, below College rank, are boys. Of the sixty-seven young men enrolled in the Junior College, only nineteen are high school graduates and nearly one-half of these are from our own high school. What I wish to emphasize is the fact, that most of the young men that we are sending out to become village principals, high school principals, county superintendents and city superintendents are found among those who come to us from the eighth grade of the country schools.

The Fall term enrollment in high school last year was one hundred thirty-one. We have today two hundred seven; one hundred twenty boys and eighty-seven girls. Nearly all of the girls in high school expect, ultimately, to finish the two-year course for high school graduates. Only ten percent of the boys in high school expect to become teachers.

Fifty-two of our young men have returned to us from Military Service.

II. FACULTY.

Asked for authority to appoint some one in place of Miss Parkinson.

All the members of the Faculty appointed at the August meeting of the Board are on duty at this time.

III. ORGANIZATION.

Nothing to report.

IV. CURRICULUM.

Nothing to report.

V. BUILDINGS AND GROUNDS.

Nothing to report.

VI. AUXILIARY ENTERPRISES.

Every room in Anthony Hall is taken and we have a long waiting list. We are furnishing meals to eighty students who do not room in our dormitory. We were compelled to take care of these students because the boarding house people of Carbondale are charging unreasonably high prices for meals.

VII. STUDENT LIFE.

Nothing to report.

VIII. MISCELLANEOUS.

Nothing to report.

IX. SUMMARY.

I should like to be authorized to employ, from time to time, or to employ continuously, if in my judgment the situation demands it, a local physician to act as medical inspector.

It will be necessary for us to employ an extra fireman, when the settled winter weather comes on.

Respectfully submitted,

H. W. SHRYOCK, *President.*

President Felmley presented the following report:

ILLINOIS STATE NORMAL UNIVERSITY

Normal, Illinois.

Mr. Chairman and Members of the Normal School Board.

I. STUDENTS.

1. Attendance—Fall term, 1919.

	Men and Boys	Women and Girls	Total	Total one year ago
Normal Department and Teachers' College—Total.....	93	371	464	381
Students of College Rank.	74	337	411	310
Students below College Rank.	19	34	53	71
Training Department—Total.	482	499	981	1,008
Students in University High School.....	101	131	232	223
Pupils in Thomas Metcalf School.....	187	214	401	403
Pupils in S. O. Home.....	194	154	348	382
Non-residents—Total.....
Students in Correspondence Classes.....
Total—All students and pupils.....	575	870	1,445	1,389

Attendance in the Summer School, 1919.

Normal Department—Total.....	139	1,604	1,743	1,579
First term—June 8—July 18.....				
Second term—July 21—Aug. 27.....	82	441	523	382
Students attending both terms.....	42	150	192	150
Total—Different students.....	179	1,895	2,074	1,811

Ninety Illinois counties were represented in the summer school, 27 of them with fewer than five students. Notably large enrollments are from—

McLean.....283	Logan.....55	Greene.....40
Macoupin.....96	Tazewell.....55	Pike.....38
Christian.....79	Woodford.....51	Ford.....37
Iroquois.....77	Macon.....49	DeWitt.....37
Livingston.....76	St. Clair.....46	Peoria.....36
Madison.....61	LaSalle.....45	Piatt.....35
Sangamon.....60	Kankakee.....45	Mason.....31
Vermilion.....59	Champaign.....44	Morgan.....31

The present attendance in the Normal department is 22 per cent larger than one year ago, but it is still one hundred short of our expectations, 370 short of the enrollment three years ago. The colleges and universities of the country are crowded, the state normal schools everywhere show relatively small gains. The causes are obvious. Salaries of teachers have not advanced as far as the cost of living nor as rapidly as wages in other callings. Because of the extraordinary outflow from the teaching into other employments, the demand for new teachers in 1918-19 was nearly one thousand greater than the year before. This demand was met by attracting undergraduates of the normal schools or young people who under ordinary conditions would have entered the normal schools. Our senior class numbers only 128.

II. THE FACULTY.

I recommend for appointment:

Mrs. Bessie Stevenson Robinson as teacher of the fourth grade at the Soldiers' Orphans' Home. Mrs. Robinson is a graduate of the Normal University and has taught several years in Bloomington and in Los Angeles, California, salary \$1,000 for 36 weeks.

Miss Frieda Dierssen of Cape Girardeau, Missouri, as cataloguing clerk in the library to succeed Miss Bertram French, who has resigned to accept a more lucrative position in Pontiac, Michigan. Salary \$85.00 per month.

III. ORGANIZATION.

The students in attendance are distributed among the various departments and curriculums in about the same proportion as in preceding years with two exceptions. The excellent teaching positions secured by graduates of our commercial curriculum are attracting many students to that work. The last legislature has changed the law for the certification of teachers by abolishing the third-grade certificate and requiring at least two years of high-school work in a recognized high school from all students who apply for examination for second-grade certificates.

At Normal for the past few years we have provided a two-year curriculum in preparation for country-school teaching for graduates of the eighth grade of at least sixteen years of age upon entering upon their work who have completed with us a two-year curriculum especially adapted to their needs.

Similarly for students who had completed two years of high-school work a one-year curriculum preparing to teach in country schools was provided. Students completing these curriculums obtained a third-grade certificate good for one year and renewable once. Under the new law such students receive only a provisional certificate good for one year and not renewable. Since students of these types, no matter where they reside, may now have the privilege of a four-year high school course without personal payment of tuition, they are likely to attend neighboring high schools and take the examination for second-grade certificate rather than enter the normal schools.

The effect of this law is apparent in our reduced attendance of students without full high-school preparation. We believe that Illinois in the near future will provide for state aid to teacher-training classes in select high schools providing such high schools will offer definite training for rural-school teaching.

In anticipation of such legislation we have established a two-year curriculum for high-school graduates dealing especially with the problems of country-school teaching. We hope to attract to this curriculum experienced country-school teachers who wish to prepare for teacher-training positions in high schools.

Our first summer term was one of the most successful in our history. The 1,742 students were well distributed among the various courses. We had no crowded classes and, on the other hand, none so small as to seem unprofitable.

Our second summer term was the best in our experience. The enrollment was almost at the maximum, the number of mature students greater than ever before. Heretofore county superintendents have seriously interfered with the work of this term by calling our students home to attend their institutes. This year we found only three county superintendents making this demand.

The attendance this year included a very large number of our former graduates. We shall, in the future, undertake to provide a richer program of advanced courses for this class of students.

We have abandoned our extension work. The relatively small attendance has left several teachers free to take on some correspondence work. We have begun enrolling students of this type. There is unquestionably a large demand.

Our department of geography is offering correspondence courses which parallel respectively the fourth and fifth years of the State Course of Study, the sixth year, the seventh year, and the eighth year; the intentions being to carry on the correspondence work in exact parallelism with the progress of the children in their classes, so that the intensive study of the teacher in this field may at once bear fruit in the enlarged interest and resources with which they will teach this subject. More than half of the registrations thus far made are in the geography courses and we find the volume of work involved in reading the lesson papers prepared by these correspondence students exceeding the resources of the department.

The question now is, shall we cut off future registrations, shall we ask aid from our contingent fund and employ readers from some of the lesson papers sent in, or shall we charge the students enrolling for geography courses after this date an additional fee—say \$8.00 for each course, which will pay for readers of this work? The difficulty with the last plan is that any moneys thus received for extra fees would probably have to be transmitted to the state treasury, and so rendered of no avail for the purpose intended. I shall submit at the meeting a further oral report upon this topic.

IV. THE CURRICULUM.

The adoption by the Board of the requirement that 24 major courses shall be required for graduation in each of the state normal schools is obliging us to reduce our present curriculum requirements from 26 credits—27½ in some cases, to the required standard. Our faculty is now at work upon this program. We hope to be able to report at the next meeting.

V. BUILDINGS AND GROUNDS.

During the past two years the appropriation for repairs was so meager that we were able to make only the most urgent minor repairs. The Fifty-first General Assembly appropriated \$20,756 for this purpose. The repairs, however, are proceeding very slowly. Skilled labor of all kinds is exceedingly scarce. We have, however, redecorated the auditorium at a cost of \$3,000. We are making some minor repairs, chiefly upon the roofs and upon our heating plant. The Department of Public Works and Buildings is addressing itself to our needs as promptly and as vigorously as circumstances will permit.

VI. AUXILIARY ENTERPRISES.

All of the rooms in our residence hall were engaged by mid-summer. We were obliged to turn away a large number of applicants. In the summer terms our boarding hall was filled to its capacity. At the present time we have about twenty extra boarders. We trust that as soon as building conditions warrant it Fell Hall will be enlarged to conform to the original plan.

VII. STUDENT LIFE.

With the return of ninety-three young men to the normal department we are reviving many of our student activities and organizations that had become dormant during last year. We are about to resume the interstate debates with the State Normal School at Oshkosh, Wisconsin, debates that were begun in the spring of 1900. We find, however, that the burden of sustaining our student enterprises, with the high level of prices now prevailing, has made it necessary for the students to increase their contribution for this purpose to \$6.00 per year.

IX. SUMMARY.

Action is requested from the Normal School Board:

1. In approving the two appointments made since your last meeting.
2. A decision as to the disposition of future applications for correspondence work in geography.

Respectfully submitted,

DAVID FELMLEY, *President.*

SUMMARY PREPARED BY THE SECRETARY
FALL TERM—1919.

	NORMAL DEPT.		Total	TRAINING DEPT.		NON-RESIDENT		Total
	Col. Rank	Below Col. Rank		High School	Elem. School	Exten. Classes	Cor. Classes	
Normal.	411	53	464	232	749	1,445
DeKalb.	243	13	256	480	878
Charleston.	174	132	306	75	242	623
Macomb.	313	313	121	191	530	1,155
Carbondale.	207	328	535	207	160	902
Grand Totals.	1,348	526	1,874	635	1,822	530	5,003

On motion, the Chairman and President Felmley were requested by the Board to find money, if possible, in any of the funds appropriated to the normal school board to pay for the grading of the papers in the correspondence courses established by the normal school at Normal.

On motion, authority was given to the local centennial committee of Normal to place a tablet commemorating the founding of the Normal University with the understanding that the statement on such tablet should be presented to President Felmley for approval.

Mr. King presented to the Board a statement respecting a tract of land adjoining the normal school campus. He made two proposals: first—that the state should purchase the tract; second, if the state did not purchase the tract, it should remove the fence and allow thirty feet for the opening up of a street between the normal school campus and the new edition which will be laid out on this tract. No action was taken by the Board.

The Board recorded its appreciation of the luncheon served by the domestic science students.

The Board ordered that the next meeting should be held at Normal, on Monday, November 17th, at nine a. m.

The Board adjourned.

FRANCIS W. SHEPARDSON, *Chairman*.

FRANCIS G. BLAIR, *Secretary*.

Approved November 17, 1919.

MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

Normal, Illinois,
November 17, 1919.

The State Normal School Board met at nine o'clock in the normal school building, at Normal, Illinois. The following members were present:

Messrs. Allen, Bridges, Capen, Neal, Owen, Richey, Shepardson, Walker, and Blair.

Absent: Messrs. Goddard and Stitt.

All of the normal school presidents were present.

The minutes of the previous meeting were read and approved.

President Felmley made an informal report. He gave an account of the difficulties he had had in securing a supply of absolute alcohol for use in their scientific laboratories. In the discussion it appeared that the other normal schools were having the same difficulty.

On motion, the Board authorized David Felmley, President of the Illinois State Normal University, Normal, Illinois; Livingston C. Lord, President of the Eastern Illinois State Normal School, Charleston, Illinois; H. W. Shryock, President of the Southern Illinois State Normal University, Carbondale, Illinois; J. Stanley Brown, President of the Northern Illinois State Normal School, DeKalb, Illinois; W. P. Morgan, President of the Western Illinois State Normal School, Macomb, Illinois, to execute bonds necessary to purchase absolute alcohol for use in the laboratories of their schools.

On motion, President Felmley was authorized to pay the salary of a substitute teacher out of the funds appropriated for the payment of transient employees.

On motion, President Shryock made an informal report which required no action on the part of the Board.

President Lord presented the following report:

The Board approved his recommendation for the appointment of Miss Isabel Batchelor, instructor in Latin and mathematics, at \$1,500 for 36 weeks work.

The Board approved his recommendation that the salary of Mr. Howard D. Widger, teacher in English, be increased from \$2,350 to \$2,400 with the understanding that the new teacher in biological sciences should receive a salary not exceeding \$2,350.

Charleston, Illinois,
November 17, 1919.

To the Chairman and Members of the Normal School Board.

GENTLEMEN:

THE FACULTY.

I recommend for appointment Miss Isabel Batchelor, Instructor in Latin and Mathematics, at \$1,500 for 36 weeks' work to take the place of Miss Madge Myers, whose resignation I reported at the last meeting of the Board.

Mr. Thomas L. Hankinson, Biological Sciences, \$2,400 for 36 weeks' work, has resigned, to take effect as soon as position can be filled.

I recommend that the salary of Mr. Howard D. Widger, English, \$2,350 for 36 weeks' work, be increased to \$2,400, to take effect when Mr. Hankinson leaves.

ACTION OF THE BOARD IS REQUESTED TO COVER:

Appointment of Miss Isabel Batchelor, Latin and Mathematics, \$1,500 for 36 weeks.

Acceptance of Mr. Thomas L. Hankinson's resignation.

Proposed increase in Mr. Howard D. Widger's salary.

Decision as to uniform diplomas (Normal School and High School).

Respectfully submitted,

L. C. LORD, *President.*

President Brown presented the following report:

None of the recommendations required action on the part of the Board.

DeKalb, Illinois,
November 17, 1919.

To the Chairman and Members of the Normal School Board.

GENTLEMEN:

I. STUDENTS.

No report. No change.

II. FACULTY.

No report.

III. THE ORGANIZATION.

No report.

IV. THE CURRICULUM.

No report.

V. BUILDINGS AND GROUNDS.

A representative from the State Architect's Office visited us last week, making the recommendation that a requisition be made to provide for plans and definite specifications for the changing of the entrances to the fire escapes and the completion of the fire escape construction for the fourth floor.

The coal and ash handling machinery has been completed and needs but a slight change in the belting to make its operation satisfactory.

The coal grinding machinery has not been completed, but probably will be ready for operation before the close of this term, December 19.

An investigation made by the Department of Public Works indicated that our own school well, properly repaired, might furnish all the water that we need. Tests made show that the water is very much better for use in the boiler than the city water. The casings, which had been in use for twelve years or longer, would have to be renewed, the pumping device repaired, and all the connections adjusted. The State has not made any estimate showing what the cost would be, but judging from the report which the engineer makes, such action would bring to the State a considerable saving of money.

VI. AUXILIARY ENTERPRISES.

We mention again the housing conditions. There is nothing which can be done to care for an increased number of students satisfactorily except the construction of another dormitory.

VII. STUDENT LIFE:

Students and faculty have conducted the Red Cross Drive and the Jewish Welfare Drive during the past month and have made very satisfactory reports on these two activities.

The student publication, *The Northern Illinois*, has been resumed after its discontinuance for a year for war reasons.

The students in the printing class are putting out *The Upper Case*, purely as a means of laboratory experience for the students in that work.

The new plans for assembly meets approval of students and faculty. A separate assembly of brief character was held on the anniversary of Armistice Day.

VIII. MISCELLANEOUS.

There are no changes in the housing facilities for the President and his family, and it is doubtful if any satisfactory arrangements can be made during this period when there is no construction work being done. We shall make use of Williston Hall for all social activities which concern the President and his wife.

IX. SUMMARY.

The only subject for consideration is the school well. The resumption of its use would effect a considerable saving in money and insure the boiler against the formation of scale.

Respectfully submitted,

J. STANLEY BROWN,

President, N. I. S. N. S.

President Morgan presented the following report:

None of the recommendations required action on the part of the Board.

President Morgan presented a notice to the Board from Mr. D. P. Hollis, a teacher in the normal school, who desired to elect to come under the State Institutions Teachers' Pension Fund. It is understood that the secretary of the board of trustees of the pension fund will notify the auditor to withhold the monthly assessments from the salary of Mr. Hollis, as required by law.

Macomb, Illinois,

November 17, 1919.

To the Chairman and Members of the Normal School Board.

GENTLEMEN:

I. STUDENTS.

1. There is nothing to add to the report made at the last meeting.

2. There were only 21 students out of 434 who were permitted to carry five subjects during this quarter. This, however, is a larger percentage than usual. Those who have undertaken this extra work are doing well.

At the end of the first school month, 46 out of the 434 were reported as below grade in one subject, nine were reported as below grade in two subjects, and one was reported as below grade in three subjects. The average number of subjects undertaken per student is slightly under four. This indicates about 4% failure at end of first month.

At the end of the second school month 63 were reported as below grade in one subject and 12 were reported as below grade in two subjects. This raises the percentage of failures to a little over 5%.

Forty-three cases of unsatisfactory work the first month were overcome during the second month.

Twenty-four cases made no improvement.

There were 18 cases out of the 43 who overcame the difficulty reported the first month who were reported down in other subjects the second month.

II. THE FACULTY.

There is nothing to report here. I suggest, however, that a "Sabbatical Year" be considered in its possible effect on members of the normal school faculties in Illinois.

III. THE ORGANIZATION.

It was not convenient to make an extended report on last summer's term at the October Board Meeting. The following report is submitted now:

Attendance at the—	Men	Women	Total
Summer School, 1919.....	71	568	639
Summer School, 1918.....	41	559	600

Of those in attendance 53 were doing Senior College work, 93 were doing Senior work in the two-year curriculum, and 375 were doing Junior work. 113 were doing work below College Grade. Of this 113, 16 were doing work in the Rural School department.

Twenty-four counties in Illinois were represented in the summer school of 1919 with the following numbers in attendance:

1. Adams..... 82	9. Henderson..... 12	17. Pike..... 27
2. Brown..... 15	10. Henry..... 18	18. Rock Island..... 21
3. Bureau..... 3	11. Jersey..... 3	19. Schuyler..... 32
4. Carroll..... 1	12. Knox..... 49	20. Scott..... 2
5. Cass..... 14	13. Mason..... 2	21. Stark..... 5
6. Fulton..... 54	14. McDonough..... 186	22. Warren..... 22
7. Green..... 2	15. Menard..... 1	23. Whiteside..... 1
8. Hancock..... 52	16. Mercer..... 24	24. Woodford..... 1

Besides there were others in attendance as follows: Arkansas, 1; Iowa, 1; Nebraska, 1; Wisconsin, 1; and Philippines, 1.

IV. THE CURRICULUM.

1. Whenever the faculty discusses the conditions and needs of our two-year curriculums, they come to the usual conclusion that at present the work offered is too meager in almost every subject and the curriculum should be lengthened at least before the school can fully vouch for the preparation of its graduates.

2. The "Course of Study" committee has recommended to the faculty and the faculty has approved that recommendation and now submit for your approval a two year curriculum composed of 24 term courses as follows:

Matter and Method in History.....	One term
Psychology.....	One term
Principles of Teaching.....	One term
Class Room Management.....	One term
Observation and Practice.....	Three terms
Matter and Method in Language and Grammar.....	One term
Story Telling, Dramatization and Reading.....	One term
Public Speaking.....	One term
Matter and Method in Geography.....	One term
Matter and Method in Arithmetic.....	One term
Sociology.....	One term
Hygiene of the School Child and School Plant.....	One term
*Matter and Method in Public School Music.....	One term
†Matter and Method in Drawing and Design.....	One term
Nature Study or Agriculture.....	One term
General Physics or General Chemistry.....	One term
History of Middle West.....	One term
**Electives.....	Five terms
Total.....	Twenty-four terms
*Matter and Method in Manual Training and One term.	
†Matter and Method in Physical Education One term may be substituted by men.	
**Any or all of these electives may be used to make up prerequisites, such as:	
Biology.....	One unit
Physical Science.....	One unit
Physiology.....	One-third unit
Physiography.....	One-third unit
American History.....	One-third unit
Civics or Government.....	One-third unit

V. BUILDINGS AND GROUNDS.

1. The painting is well under way and the contract for walks and drives is about to be let. The special committee appointed to investigate additions to the grounds has done so and is probably ready to report.

VI. AUXILIARY ENTERPRISES.

There is nothing to report.

VII. STUDENT L

There is nothing to report.

VIII. MISCELLANEOUS.

There is nothing to report.

IX. SUMMARY.

1. Your approval of the two-year curriculum proposed is requested.

Respectfully submitted,
W. P. MORGAN, *President.*

The Normal School Council, consisting of the presidents of the five normal schools, made a report on the question of uniform diplomas. They have agreed upon a uniform size and a uniformity in the language. There was considerable discussion as to the preservation of the identity of each institution in its diploma. It seemed to be the general feeling of the Board that each diploma should clearly designate the normal school which issued it. It seemed to be the general agreement that there should be three places for signatures—one for the president of the school, one for the Chairman of the Board, and one for the Superintendent of Public Instruction, who is *ex officio* Secretary of the Board. The further details of securing these diplomas were referred to a committee consisting of the Chairman of the Board and the presidents of the normal schools.

A special committee, consisting of Messrs. Richey, Allen, and Walker, made a report on the inspection of certain lands adjacent to the campus of the normal school at Macomb and discussed the desirability

of the Normal School Board securing these tracts of land. While the discussion indicated a favorable attitude on the part of the members of the Board, no definite action was taken.

The Chairman of the Board made a somewhat detailed statement exhibiting the needs of the various normal schools in respect to new buildings and additional grounds and equipment for the next biennium. It appeared from this statement that for these items alone there would be needed an appropriation of over a million dollars for the biennium. The increased amount necessary for salaries of teachers and other employes would make the amount asked for the five normal schools a very large sum. He suggests the desirability of a state-wide campaign favorable to these appropriations.

On motion, a committee, consisting of Mr. Richey, Mr. Capen, and President Felmley, was appointed to look after the interests of the normal schools as they may arise in the Constitutional Convention.

There was considerable discussion of the policy of establishing residences for the presidents of the normal schools on the campus.

On motion, the Board expressed itself as being unanimously in favor of such a policy.

The Board directed that the presidents of the normal schools should bring to the next meeting suggestions for advertising the normal schools.

A letter from ex-President Cook was read by the Chairman of the Board. This letter indicated that he was recovering slowly from his serious illness and hoped soon to be able to enter upon his work.

It was suggested that at the next meeting the normal school presidents present at least a partial report on increasing the attendance at the normal schools.

The Board fixed the date for the next meeting for December 8th, at eight o'clock a. m., at Carbondale.

The Board recorded its appreciation of the luncheon served in Fell Hall.

The Board adjourned.

FRANCIS W. SHEPARDSON, *Chairman*.

FRANCIS G. BLAIR, *Secretary*.

Approved December 8, 1919.

(28707—1M)

ILLINOIS PRINTING CO., DANVILLE, ILL.

